



# MAINTENANCE WORKER, CHP

## OPEN STATEWIDE EXAMINATION

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

*IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.*

FINAL FILING DATE	<p><b>November 13, 2008</b></p> <p>Applications (STD. 678, Rev. 12-06) must be <b>POSTMARKED</b> no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:</p> <p>California Highway Patrol Selection Standards and Examinations Section P. O. Box 942898 Sacramento, CA 94298-0001</p>
	<p><b>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</b></p>
SALARY RANGE	<p>\$2391 - \$2805</p> <p>This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.</p>
ELIGIBLE LIST INFORMATION	<p>A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><b>NOTE: All applicants must meet the experience and/or education requirements for this examination by the final filing date.</b></p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Possession of a valid California Class C driver license for the operation of any two-axle single motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less). <b>AND</b></p> <p><b>Either I</b></p> <p>One year of experience in the California state service performing the duties of a Service Assistant (Automotive).</p> <p><b>Or II</b></p> <p>One year of experience performing the duties of a Janitor in a California Highway Patrol Area office or substation, including some experience in the maintenance and servicing of patrol vehicles.</p> <p><b>Or III</b></p> <p>One year of experience in one or a combination of the following: (In appraising experience, emphasis will be placed upon its recency and breadth.)</p> <ol style="list-style-type: none"><li>Working in a shop of an automotive agency or garage. or</li><li>Servicing automobiles, in another type of vehicle repair facility including the removal and replacement of tires, batteries, and accessories.</li></ol> <p><b>NOTE: License verification will be required prior to appointment as a Maintenance Worker, California Highway Patrol.</b></p>
SPECIAL PERSONAL CHARACTERISTIC	<p>Willingness to work at night.</p>
ADDITIONAL DESIRABLE QUALIFICATION	<p>Education equivalent to completion of the twelfth grade.</p>
THE POSITION	<p>A Maintenance Worker, under direction, in a California Highway Patrol Area office or substation, (1) operates, makes automotive and electrical adjustments and repairs, inspects and keeps records on a fleet of motor vehicles; (2) performs janitorial duties; (3) performs general grounds maintenance work; and (4) performs other related duties.</p> <p>Positions exist statewide.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a Supplemental Application weighted 100%.</p> <p>All candidates who meet the requirements for admittance to this examination will be required to complete a Supplemental Application which will be mailed at a later date. The information on the Supplemental Application will be used to assess, on a competitive basis, each candidate's relevant training and experience. The Supplemental Application will be evaluated by using a predetermined</p>

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **Competitors who do not complete the Supplemental Application will be eliminated from the examination.**

**Supplemental Application Only - Weighted 100%**

**Scope:**

- A. Knowledge of :
  - 1. Automotive equipment terms and parts used in automobile manufacture.
  - 2. Preventive maintenance.
  - 3. Repair procedures and service requirements of motor vehicles.
  - 4. Tools and equipment used in repairing automotive equipment.
  - 5. Methods, material, chemicals, disinfectants, and equipment used in janitorial work.
  - 6. Safety practices in janitorial work.
  - 7. Proper methods of caring for hedges, ornamental trees, shrubs, lawns, and flowers.
- B. Skill in: Operating automotive vehicles.
- C. Ability to:
  - 1. Read and write English at a level required for successful job performance.
  - 2. Maintain records and make accurate arithmetical computations.
  - 3. Establish and maintain cooperative relationships with those contacted in the work.
  - 4. Analyze situations accurately and take effective action.

**VETERANS PREFERENCE**

**Veterans preference** credit will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHEIVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

**HIRING INFORMATION**

**Background Investigation:** The CHP conducts a background investigation to determine the competitor’s suitability for employment. Information collected for a background investigation after the examination is distinct from that required on the standard application (STD. 678, Rev. 12-06) which is completed prior to the examination. You may be required to divulge conviction information on the background investigation form that is not required of you when completing the STD. 678. Fingerprints of competitors are also taken as part of the background investigation.

**GENERAL INFORMATION**

Applications (STD. 678, Rev. 12-06) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, and the State Personnel Board (SPB), and the SPB Website at [www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the California High School Proficiency Test; 2) passing the General Education Development (GED) Test; 3) completion of 12 semester units of college-level work; 4) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 5) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veterans Preference:** Government Code Section 18973.5(a) defines an entrance examination, for purposes of awarding veterans preference credits in open and open nonpromotional examinations as “...any open competitive examination other than one for a classification having a requirement of both college graduation AND two or more years of experience”. Government Code Section 18973.5(b) requires that veterans preference credits be awarded in all qualifying entrance examinations in which a veteran competes and that no veterans credits shall be allowed once a veteran achieves permanent civil service status (successful completion of the probationary period for the classification of hire). In open examinations, veterans, widows, or widowers of veterans, and spouses of disabled veterans qualify for veterans points: 15 points for disabled veterans; 10 points for other veterans. In open nonpromotional examinations, only the veteran qualifies for veterans points: 10 points for disabled veterans; 5 points for other veterans. Directions for applying for veterans preference points are on the Application for Veterans Preference form (SPB 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.